**Restorative Justice Lead Practitioner**

**Role Profile**

**Role Overview**

**Job Title:** Restorative Justice Lead Practitioner

**Reporting to:** Restorative Justice Service Delivery Manager

**Location:** Home based and working across West Yorkshire meeting service users and partners in a variety of locations.

**Salary:** £28,000/annum for 6 month probation period, rising to £30,042.

**Hours & Term:** 37.5 hours/week. Includes some evening and weekend work when required. Job share will be considered

**Purpose of the role:**

To promote the use of Restorative Justice across West Yorkshire and to facilitate restorative justice processes, both direct and indirect. To assist with the recruitment and training, and to supervise and monitor volunteer RJ practitioners. Ensure that all relevant agencies working with RJ participants are involved and advised in regards to RJ activity as appropriate. To work collaboratively with a wide range of agencies including West Yorkshire Police, Probation, Prisons and other Voluntary Sector agencies in the delivery of RJ across West Yorkshire.

**Main Responsibilities**

* To provide information and explain the process and principles of restorative justice to victims of crime and offenders in the community and in custody.
* To inform and support victims, offenders and family members throughout their involvement, working in line with the principles of Restorative Justice.
* To visit victims and offenders to ascertain their views and the level of involvement they wish to have with the restorative justice process.
* To carry out assessments of suitability and willingness of victims and offenders to participate in a restorative justice process.
* To work cases from low level to sensitive and complex cases. This includes Harmful Sexual Behaviour and Domestic Abuse.
* To undertake and maintain the highest standard in regards to risk assessment throughout the process.
* To undertake/update an assessment of need with all potential service users and to signpost to relevant agencies to address any support needs identified.
* To assess emotional and physical safety and to prepare participants for the restorative process.
* To facilitate victim offender conferencing and other forms of RJ, meeting the requirements of all Restorative Solutions/partner systems and procedures.
* To adhere to the Restorative Justice Council best practice guidance when facilitating Restorative Justice.
* To adhere strictly to all requirements of Data Protection and Security when undertaking this work, and to ensure that volunteer practitioners do likewise.
* To maintain the highest standard in regard to case recording and tracking by yourself and all volunteer practitioners, in accordance with the Restorative Solutions/partner procedures, utilising the ECINS case managmenet system.
* To monitor and evaluate service performance and to ensure all records are kept in an accurate and up to date manner. Where possible to produce a case study on a quarterly basis.
* To maintain the highest possible standards in regard to confidentiality.
* To maintain the highest possible standards in regard to diversity and equal opportunity.
* To comply and ensure compliance with all Restorative Solutions policies.
* To contribute to the development of internal systems and procedures to enhance service provision.
* To proactively engage with victims as part of the Corvus process and offer the restorative justice process.
* To identify personal training needs and discuss these with Service Delivery Manager.
* To work as part of a wider RJ team (staff and volunteers) to ensure the delivery of high quality RJ services.
* To attend regular team and supervision meetings.
* To represent and promote Restorative Solutions in a professional manner at all times.
* To pro-actively promote the West Yorkshire RJ Service across West Yorkshire- briefings and training to Police, Probation, HMP and third sector organisations.
* To fully support the promotion and expansion of Restorative Justice Services in West Yorkshire.
* To provide accurate reports and information to the RJ manager as required.
* To monitor and evaluate all work undertaken.
* To work flexible hours, including evenings and weekends where required.
* To undertake other tasks, identified by management, which are commensurate with the position.

**Delivering Restorative Justice**

**Lead Practitioner**

**Person Specification**

**Description Essential/Desirable**

An experienced Restorative Justice Practitioner Desirable

Knowledge and experience of working in the Criminal Justice System Desirable

Already Police vetted or willing to be Police vetted Essential

Experience of managing and motivating teams of volunteers Desirable

Good communication and presentational skills, oral and written Essential

Able to develop and maintain good relationships with partners Essential

Able to work independently while keeping others informed Essential

Able to demonstrate flexibility, including some evening and weekend working Essential

Able to demonstrate problem solving skills Essential

Able to demonstrate enthusiasm and motivation for the role Essential

Clean driving licence and access to a car Essential